

CITY OF TAYLORSVILLE

REQUEST FOR PROPOSAL

SECURITY/SURVEILLANCE CAMERA SYSTEM

City of Taylorsville
2600 West Taylorsville Blvd.
Taylorsville, Utah 84118

Proposals Due - August 15, 2008

The City of Taylorsville
2600 West Taylorsville Boulevard (5320 South)
Taylorsville, UT 84118
Request for Proposals



TAYLORSVILLE SECURITY CAMERA NETWORK

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Request for Proposals

Security/Surveillance Camera System (Video Only, No Audio)

Due August 15, 2008

1. **Introduction.** The City of Taylorsville (the “City”) is requesting proposals (“*Proposals*” or “*Responses*”) from qualified proposers (“*Proposers*”) to provide security/surveillance camera system (video only, no audio) for the City (the “*Services*”).

1.1. Intent. It is the intent of this Request for Proposals (this “*Request*”) to set forth the minimum acceptable requirements for Responses to this Request.

2. **Detailed Description of Services.** A detailed description of the Services is attached hereto as Exhibit “A.”

2.2. Disclosure. Federal (CDBG) funds will be used for this project and contractor labor rates must conform to Davis-Bacon prevailing wages for Salt Lake County, Utah. All documents pertaining to Federal Labor Standards and Davis Bacon wages are included in this Request for Proposal.

3. **Proposal Requirements.** Five (5) bound copies of Responses are required to be submitted to Pat Kimbrough as listed below no later than 3:00 p.m. on August 15, 2008. Guidelines for responses are described in Exhibit “B” attached hereto. Any response, modification, or amendment received after the due date and time is late. No late Responses will be accepted. No electronic Responses (facsimile, e-mail, or telegraphic) will be accepted. proposals must include the following elements and be signed by an authorized representative of the Proposer:

3.1. Introductory Letter. An introductory letter expressing an interest in providing the Services should be included. The introductory letter should be addressed to:

Patricia Kimbrough
City Administrator’s Office
TAYLORSVILLE CITY
2600 West Taylorsville Blvd.
Taylorsville, UT 84118

Include an e-mail address for the primary contact of the Consultant.

3.2. Experience, Qualifications, and Support. Describe, in sufficient detail, the Proposer’s experience, qualifications, and technical support that are relevant with respect to the Services. Listing personnel in response to this item constitutes the Proposer’s agreement that such personnel will actually provide the Services.

3.3. Hardware Features and Configuration. Describe in sufficient detail, the hardware features and configuration of the security/surveillance camera system.

3.4. Cost and Installation Schedule. Detail the proposed installation schedule and an all-inclusive cost for the Services, which includes, but is not limited to, all expenses, costs, supplies, support, installation, etc.

3.5. References. Include the name, address, and contact person of at least three government agencies with which the Proposer has provided similar type Services. The City may contact such references.

4. **Identification of Anticipated Potential Problems**. Proposals should identify and describe any potential problems with respect to providing the Services.

5. **Evaluation Criteria and Scoring Process**. All Proposals received will be reviewed by a Review Panel (defined below). Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage are as follows:

| <u>Evaluation Criteria</u> | <u>Weight</u> |
|---|-------------------|
| Experience, Qualifications, and Support | 20 % |
| Hardware Features and Configuration | 25% |
| Cost and Installation Schedule | 40% |
| References | 15% |
| | Total 100% |

6. **Selection**. Discussions may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for the award. In addition, one or more Proposers may be invited to interview. Provided; However, Proposals may be accepted without discussion or interview. The above criteria will be used unless modified in the interview evaluation. A selection committee or individual(s) will be appointed by the City (referred to hereinafter as “*Review Panel*”). The Review Panel reserves the right to modify the interview criteria during the course of this process. If such modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of discussions, if any, interviews, if any, and proposal scoring, the Proposers will be rated by the Review Panel, and such recommendations will be forwarded to the mayor. The mayor will make the final selection. The mayor may select one or more Proposers to provide the Services.

7. **General Information**. The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the Proposer’s sole risk and expense. All Proposers must comply with applicable federal, state, and local laws and regulations. Except for written responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this request must be submitted in writing to the contact person described below no later than August 8, 2008. The contact person will endeavor to respond to such request for clarification or additional information and if the contact person deems, in his sole and absolute discretion, that such response is of general applicability, his response, if any, will be posted on the City’s website at www.taylorsvilleut.gov (which constitutes a written response). Entities responding to this Request are encouraged to review such website frequently.

The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Access Management Act (UTAH CODE ANN. § 63-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.

8. **Terms of Contract.** The successful Consultant will be required to enter into a written agreement with the City to provide the Services. If the selected Proposer and the City attorneys' office are unable to negotiate an acceptable agreement, then another Proposer(s) will be selected by the mayor and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

9. **Contact Person.** For further information or for American with Disabilities Act (ADA) accommodation, contact John Inch Morgan, City Administrator (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84118.

10. **Use of City and Other Public Assets**

10.1. Use of City Assets

For the purposes of the developing proposals, Respondents should assume that all of the City assets are available for use at terms to be negotiated with the City.

10.2. Use of Other Public Assets

For the purposes of the developing proposals, Respondents should assume that all of the Public Owned assets are available for use at terms to be negotiated with the owner of said asset.

Exhibit “A”

[Services]

The security/surveillance camera system (“Video System”) will not have direct access to T-1 and/or Wireless connectivity. Head end and viewing equipment shall be installed at Taylorville City Hall located at 2600 West Taylorsville Boulevard (5320 South) Taylorsville, UT. Remote access and recording features must be provided. Locations for the Video System include:

1. **City Skate Park** located at approximately 4800 South Redwood Road. Lighting at the Skate Park is shut off when the park is closed. Respondents are responsible to provide a camera that is capable of identifying a suspect participating in criminal activity within the boundaries of the Skate Park 24 hours a day.
2. **Intersection of 5400 South Redwood Road** – viewing all four corners. Capable of identifying license plate numbers of vehicles causing damage to public property. Damage is often caused by semi truck & trailers colliding with the fixed bollards.
3. **Intersection of 5600 South Redwood Road** – viewing all four corners. Capable of identifying license plate numbers of vehicles causing damage to public property. Damage is often caused by semi truck & trailers colliding with the fixed bollards.
4. **Bridgeside Park** located at approximately 4700 South 900 West. Lighting at the Park is shut off when the park is closed. Respondents are responsible to provide a camera that is capable of identifying a suspect participating in criminal activity within the boundaries of the Park 24 hours a day.
5. **Water Reservoir** located approximately 6000 South Bangerter Highway. Respondents are responsible to provide a camera that is capable of identifying a suspect participating in criminal activity in the immediate area of the reservoir.

11. **Detailed Requirements**

The Respondent should provide a complete system, including:

11.1 Camera Network Infrastructure.

- a. The Taylorsville Camera network deployment requires high reliability. The Network will support fault tolerance mechanisms to mitigate and/or eliminate single points of failure and ensure high reliability. Respondents will state the reliability levels they will commit to for the Network.
- b. The Respondent must demonstrate the ability to deliver secure transmissions.
- c. The Respondent must demonstrate the ability to deliver excellent throughput (Quality of Service) for the Taylorsville Police Department camera deployment and other public safety applications.
- d. Respondents must detail how the network design eliminates or minimizes single points of failure.
- e. The Network may include a fixed wireless point-to-multipoint, fiber or leased line solutions as a Backhaul Tier for aggregating video traffic.
- f. The Network will support contingency mechanisms to ensure operation during a natural or other disaster. Respondents will describe their proposed disaster recovery plan for the Network.
- g. The Network will be easily scaled and upgraded in a modular fashion to support additional cameras.
- h. All equipment will comply with all relevant electrical, environmental and safety standards and all applicable local ordinances.

11.2 Digital Video Network Performance Requirements.

The Respondent must describe and provide network performance that will be adequate for video monitoring and surveillance in the proposed deployment. Network Performance presentation must include Respondent's engineering assumptions regarding:

- a. Compression protocol
- b. Resolution or frame size
- c. Image ratio
- d. Frame rate. \ Delivery of 30 frames per second is encouraged if it can be accomplished cost effectively without substantial increases in recurring network overhead requirements, data management and storage costs.
- e. Compression ratio
- f. Recommended bandwidth requirement per camera.

11.3 Proposed Software and Computing Environment

The Respondent must present, in detail, the version, features and capabilities of the proposed video management system. Included in this section should be a detailed technical overview of any proposed hardware or software platform, including:

- a. Hardware/software architecture diagrams
- b. Process flow diagrams
- c. Network diagrams
- d. Minimum client computer configurations for desktop, remote and mobile police car access.
- e. Optimal and minimum network requirements.
- f. Optimal and minimum server requirements.
- g. Optimal and minimum storage requirements.
- h. Optimal and minimum backup requirements.

11.4 Administration Toolsets

Answer the following:

- a. What administration toolsets are included with the system?
- b. What skills are required to maintain the system?
- c. What tools are available to customize the system?
- d. What monitoring is routinely required for optimal system performance?

11.5 Security

Answer the following:

- a. What security tools are included with the system?
- b. How is the security profile defined?
- c. What is included in the user security profile?

11.6 Upgrade Tools

Answer the following:

- a. What is the software upgrade frequency?
- b. How are patches and fixes applied?
- c. How are patches and fixes deployed?
- d. How are upgrades applied?

- e. How much training (technical training and end user) is generally required with upgrades to the system?
- f. What happens to software customizations (e.g., user-defined tables and fields) during the upgrade?
- g. How many versions of the software does your company support?
- h. Please provide an anticipated future release schedule.

11.7 Camera Requirements

The City is requesting that the Respondent provide a minimum of two camera options with distinguishable features and capabilities. The Respondent shall provide equipment that meets or exceeds the following specifications outlined below:

- a. Network IP camera.
- b. Transmit video in color.
- c. Provide a minimum of 22X optical zoom.
- d. Ability to operate in low light. Respondent is required to provide low light specifications.
- e. Ability to pan 360 degrees via remote control.
- f. Ability to tilt 180 degrees via remote control.
- g. Ability to operate in an enclosed case in conjunction with the environmental conditions possible in Taylorsville, UT.

11.8 Power Supply

- a. Ability to operate on a 110 VAC power supply, 24-hours a day for an extended period of time, no less than nine months in duration provided the proper power requirements are met.
- b. Respondent will describe automatic camera operation recovery after restoration of power.
- c. Respondent will describe power maintenance requirements.
- d. The Respondent should provide a battery option in the event that a camera needs to be deployed to a location that is unable to connect to a conventional power supply. The battery solution shall power the camera for a minimum of 48 hours.

11.9 Transmission of Streaming Video

- a. Ability to transmit wireless data.
- b. Ability to transmit a minimum of 30 frames a second.
- c. Ability to transmit the wireless data in a secure encrypted format. The Respondent is required to provide detailed specifications.
- d. Ability for police employees to view live video transmission at every police station, at mobile data terminals in police vehicles, and remotely over the internet.

11.10 Data Storage

- a. All data shall be capable of being stored in a digital format that can be retrieved, copied, viewed, and deleted as needed.
- b. Data storage must be part of a secure chain of custody including physical and electronic security.

11.11 Recording Capabilities

- a. Allow the user to capture still pictures in a multiple formats.
- b. Allow the user to record streaming video in an industry-standard format that can be viewed on a standard DVD player or other common media.
- c. Provide a date and time stamp option.

- d. Provide video data in a manner consistent with the conveyance of video forensic evidence. Video must fairly and accurately represent what it depicts. It must be self-verifying, providing a detailed enough picture of the scene for a witness to confirm that the area is accurately depicted.
- e. A test by the vendor must be conducted and provided in writing for each camera stating that the video from each camera fairly and accurately depicts the local area.

11.12 Server and Storage Specifications

- a. The City expects to retain 30 days of video archives.
- b. Respondent must detail server specifications to support Respondent's recommended configuration including backup. Respondent must specify:
 - Processor.
 - Memory (RAM).
 - Minimum of an 8x DVD+R/+RW
 - Storage
 - Amount
 - Configuration (e.g. SAN)
 - Backup
- c. The Respondent shall specify the amount of storage required per hour of video.
- d. If the video is compressed the Respondent shall provide the ratio of video compression.
- e. The Respondent shall list all product name brands, models and configurations.

11.13 Network Viewing Specifications

Taylorville Police cruisers carry mounted laptop computers with Ethernet ports. Data is currently provided via radio modems. The Respondent shall specify the requirements and cost for viewing video in the following locations:

- a. Police Department Headquarters
- b. City Hall
- c. In police vehicles
- d. Via the internet with authorization.

11.14 Workstation Requirements.

Respondents must specify minimum workstation requirements, including:

- a. Processor requirements (e.g. 1GHz).
- b. Minimum memory requirements.
- c. Minimum video card requirements.
- d. Minimum requirements for the operating platform (e.g. Windows 98).

11.15 Size of video stream

Proposals shall specify the size of the video streams from real-time or captured video

11.16 Viewing

- a. A 1024 by 768 resolution viewing area is preferred.
- b. Software shall allow for the viewing of multiple cameras on one screen.
- c. Include ability to program the camera to pan/move in order to capture an area without an operator.
- d. The viewing system shall provide for rapid search capabilities.
- e. Ability to view up to 30 frames a second.

- f. The design should be easy to navigate by allowing the user to operate the camera via a “mouse” controller.
- g. The controllers shall accommodate a minimum of four preset coordinates per camera.

12. **Testing**

12.1 Equipment and Hardware: Furnish, install, laying of exposed wire (including al: ancillary equipment, connectors and terminations as specified!, test, deliver in operating and ready-to use condition, and performing other related work.

12.2 Software: Furnish, design, develop, configure, install, test, train, deliver in operating and ready-to-use condition, and performing other related work.

13. **Warranty**

- a. All equipment shall carry a minimum of one-year warranty on parts, hardware, and software installed by the Respondent.
- b. No additional labor costs shall be imposed on the City in order to correct documented defects within the one-year warranty period.
- c. A contact person and phone number shall be provided in order to report any hardware and software defects.
- d. The City requires that a contact be available on a Monday through Friday basis during normal working hours, 8:00 AM to 5:00 PM.
- e. The one-year period shall not begin until the entire system is installed, inspected and accepted by the designated city project manager.
- f. The Respondent must also warrant that the hardware and software will operate at the time of delivery in accordance with the manufacturer's published specifications and the Respondent's written description of the system operation, as well as warrant against defects in workmanship and material.
- g. If the Respondent offers additional warranty service or support programs other than what is stated above, the Respondent should state such programs and the additional cost of the program(s).

14. **Training**

The Respondent shall submit a training plan that describes the procedures that the Respondent will employ to adequately accomplish training related to the implementation and full utilization of the system.

The Respondent shall provide a contact person and phone number to assist the City with any technical questions. This service shall be provided as a part of the training for a minimum of six months from the date of installation.

Training shall be provided, to personnel designated by the Taylorsville Police Department, within 15 City business days from the completed installation date. Training for all hardware and software must be provided on-site and shall at a minimum include:

- a. The installation of the camera mounts to the structure as well as the camera.
- b. How to remove the camera from the casing.

- c. How to align the camera to the receiver/antenna.
- d. How to mount the antenna(s).
- e. How to secure and remove the power source.
- f. How to operate the camera software in order to zoom, pan, and focus.
- g. How to record and retrieve data.
- h. How to search and retrieve the pre-recorded video information according to time stamps.
- i. How to search and retrieve the pre-recorded video information from the server.
- j. How to install or set up a computer as a viewing station.
- k. Name and phone number of person responsible for training for six months.

15. **Documentation**

The Respondent shall include:

- a. A written manual that covers the specifications and operations of all hardware and software provided at the time of installation.
- b. As built drawings of the system and network.
- c. As built diagrams of the camera, enclosure and showing all equipment, antennas in the casing.
- d. As built wiring diagrams for electrical connections in and to the camera and casing.
- e. As built communications wiring diagrams for antennas and camera.
- f. As built casing installation diagrams for each type of structure or pole utilized.
- g. As built network drawing showing the chain of custody of video evidence.

Exhibit “B”

Proposals shall include the following sections: (i) a technical section that includes materials, options, projected requirements, required personnel, and (ii) a time cost section that includes a detail of the time and costs that will be required to complete the Services.

- a. Number Responses sequentially on the upper right hand corner of the cover.
- b. Color is allowed.
- c. 8-1/2" x 11" page sizes.
- d. One (1) inch margins (exceptions: Consultant Name/Logo and Page
- e. Headers/Footers may be within the margin).
- f. Size 12 Font.
- g. Bind Responses on left side.
- h. Provide tabs for each section of the Response.
- i. Front and back cover pages are encouraged.
- j. Generally, responses must not exceed 25 pages (excluding any appendices and cover letter).

CERTIFICATION

The undersigned Proposer certifies that it has not:

1. Provided an illegal gift or payoff to a City officer or employee or former City officer or employee or his or her relative or business entity;
2. Retained any person to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or
3. Knowingly influenced and hereby promised that it will not knowingly influence and City officer or an employee or former City officer or employee to break any applicable ethical standard or rules.

The undersigned Proposer certifies that:

1. The Proposal is made in good faith.
2. The Proposal is made in conformity with the specifications and qualifications contained in the Request.

Name of Proposer: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Web Site Address: _____

Email Address: _____

Date Signed: _____